



Job Vacancy – Limmud is Seeking a

Central/Eastern Europe Regional Coordinator

Terms: Full Time based in Central or Eastern Europe (with ability to travel across Europe as needed)

Start Date: October 2017 with an initial 90 day probation period
(12 month contract - with potential contract extension)

Salary: Competitive/Negotiable.

About Limmud: Limmud is a pioneer of cross-communal inter-generational Jewish learning, organised and run almost entirely by volunteers. The first Limmud Conference was in the UK in 1980; our UK Conference now attracts over 2,700 people. The model has inspired the creation of Limmud groups across Europe, to create their own Limmud events unified by a common set of values. Since 2006, Limmud has supported, developed and connected these volunteer-led groups. It does this by providing them with learning opportunities, training, mentoring, micro grants and support for the sharing of ideas and best practices.

Limmud currently operates in ten countries in Central and Eastern Europe (Baltics; Czech Republic; Germany; Hungary; Keshet Bulgaria; Keshet Ex Yu; Keshet Poland; Keshet Romania; Turkey, Vienna-Austria)

Supervision: The Coordinator will report to the Chief Executive. They will work closely with the Limmud Office team based in London and with European members of the Limmud Connections Team (LCT) and other experienced Limmud volunteers in Europe and the UK.

The Coordinator will have access to Jewish learning and professional development opportunities within Limmud and through the YESOD initiative. Limmud will also provide a volunteer mentor to support integration into the organisation.

Location: The Coordinator will be based in their country of domicile. Limmud will provide the Coordinator with the option of a local office space as well as the necessary equipment to carry out the position effectively.

Travel will be required to countries predominantly, though not exclusively, within Central and Eastern Europe.

The Coordinator will be required to attend Limmud's residential winter Conference in the UK in December and annual residential seminar 'Training on Tour Europe', usually in September. One to two working visits to London will also be required.

Hours of Work: This role is full time, including participation in some weekend meetings/events. Limmud will adhere to the employment laws within the Coordinator's country of domicile. Any agreed salary will be inclusive of overtime hours, pension and other benefits.

Key Responsibilities:

This is a new position which aims to offer an enhanced approach to supporting Limmud communities in Europe.

The Coordinator will work according to regional and local targets, set in conjunction with the Chief Executive and International Coordinator. These will include:

- Coordinating further Jewish learning opportunities (beyond current annual Limmud event(s) for the volunteers themselves and for the groups across the region
- Implementing existing Limmud support programmes and activities, specifically on-site development and support visits to Limmud groups, as well as deliver mentoring as needed.
- Supporting European Limmud volunteers in finding strategies for overcoming challenges within their groups. This includes: supporting groups with volunteer recruitment and succession; assisting teams in creating annual work plans; organising volunteer leadership training together with experienced Limmud volunteers
- Helping Limmud groups in Europe to establish strategic and mutually beneficial partnerships with other communal organisations. They will also connect volunteers across Limmud communities in Europe in a structured way so that their individual and collective activities are more impactful. They will also work to promote organisational partner events.
- Assisting Limmud groups with fundraising activity and grant writing, either personally or through accessing collective Limmud expertise and resources.
- Working with specific volunteers on: the distribution of educational resources and the establishment of regional programmes
- Conducting periodic programmatic evaluation – tracking agreed metrics and providing data for organisational proposals and reports
- Providing opportunities for individual groups to collaborate with other Limmud groups in their region and ensure regular contact with Limmud in the UK

Position Requirements:

Essential

- Familiar with Limmud and/or other grassroots/volunteer-led organisations
- Possess an understanding of major stakeholders in Europe and European Jewish communities
- Excellent interpersonal and communications skills
- Good conversational and written English
- Able to engage volunteers of a range of ages and backgrounds
- Experience as a Jewish communal activist
- Strong facilitation skills; group training experience
- Self-motivated; ability to manage own time and work independently
- Ability to work in Europe
- Able to start full time work in autumn 2017

Preferred

- BA degree or equivalent
- Fundraising and budgeting experience
- Minimum of 5 year +/- relevant work experience
- Additional European language besides mother tongue and English

Interested candidates should send a cover letter, salary expectations and resume in English by Thursday September 7 to: hr@limmud.org

Only suitable candidates will be contacted for interviews that will start in early September